MyNavy Portal
Smart Sheet

What is MyNavy Portal?

MyNavy Portal (MNP) is an integrated web portal that consolidates many of the Navy's human resources (HR) information technology (IT) systems, knowledge and applications into a consolidated, simplified user experience. When fully developed, MNP will be a single point of entry for Sailors to manage their careers within an intuitive, self-service environment.

The portal is a key component of MyNavy Career Center (MNCC), an HR service delivery model that ensures the web-based, self-service capabilities of MNP are matched with 24/7 customer service support and access to subject matter experts who handle unique and complex situations.

MNP is organized around Career & Life Events (CLEs), such as Advancement & Promotion, Career Planning, Performance, Pay & Benefits, and Sailor & Family Support. There are 10 CLEs currently with another one in development that will support future Sailors seeking to join the Navy. Within these categories users can view Frequently Asked Questions (FAQs), relevant timelines, and related links and documents.

The Navy launched a beta version of MNP in February 2017. Since then, there have been many upgrades to increase capabilities and expand usability. To access MNP, go to **my.navy.mil.**

Benefits to Sailors

MNP addresses one of the major issues Sailors face when managing their careers: too many websites and databases required to perform routine HR tasks. The portal is intended to be the primary online gateway for Sailors to manage their careers, using accurate information from a single, reliable source.

Key features and benefits include:

- Intuitive design, making it easier for Sailors to get the information about important career and life events.
- Easy access to content targeted to user role and job function.
- Greater effectiveness and productivity with self-service, web-enabled forms, checklists and other career tools.
- High bandwidth and low bandwidth options to optimize ashore and afloat environments.

Benefits to the Navy

Other broader benefits to the Navy are:

- Elimination of redundant IT capabilities and their associated costs.
- Improved IT security.
- Lower administrative costs by replacing labor-intensive processes with self-service ones.

MNP Features

When users log in to MNP, they can choose either high bandwidth or low bandwidth modes. High bandwidth is the full visual version. Low bandwidth removes all photos, graphics and formatting and is well suited to Sailors in afloat environments. The low bandwidth mode loads faster for quicker completion of MNP-related career tasks.

Once logged in, users can find forms, FAQs, checklists and additional information categorized by CLEs. Clicking **Quick Links** in the **Main Menu** points users to other important Navy career-related systems and portals, including: BUPERS Online, Electronic Training Jacket, Fleet Management and Planning System, MyNavy Assignment (former Career Management System-Interactive Detailing), Navy eLearning, Navy Standard Integrated Personnel System and NMCI Outlook Web Access.

Each page features a round yellow **Options** button that allows users to switch between high bandwidth and low bandwidth modes, access support resources or leave page feedback.

MNP Capabilities

Sailors have a growing number of tools to use. Some of the recent additions include:

- **Advancement Dashboard** – Dynamic, intuitive, web-based dashboard to give E4 to E6 Candidates detailed, personal views of their eligibility status for advancement, and instructions and documentation to prepare for the advancement process. Future updates will include streamlined access to authoritative data and enhancements for E7 to E9 Candidates.
- **eLeave** – Sailors based in the continental United States can make Ordinary Leave requests on MNP. This tool enables users to submit requests to their Commands for decisions, as well as check out, check in, request a leave extension, cancel a request, and view estimated leave balance and status of their requests.
- **Electronic Personnel Action Request (ePAR/1306)** – Sailors can create, update or request a cancellation.
- **MyRecord Web** –Sailors can view and verify their data and, if necessary, initiate a correction request from MyNavy Career Center (MNCC) Contact Center customer service representatives. MyRecord Web continues to offer more data for Sailors to view, such as lineal and precedence numbers, security clearance information and Career Waypoints (CWAY) application status.
- **MNCC Request/Inquiry** – Sailors can submit a request for help with general questions about personnel, pay and training via MNP (my.navy.mil), by email (askmncc@navy.mil), or phone (833-330-MNCC/6622).
- **Physical Readiness** – This is a graphic display of Physical Readiness Information Management System data. It allows Sailors to view and submit a Physical Activity Risk Factor Questionnaire, track Physical Fitness Assessment (PFA) results, view PFA history, and see Physical Readiness Test scores.
- **Retirement and Separation Timelines** – Sailors choose a date for retirement or separation and MNP creates a timeline that guides them through required tasks, actions and milestones.
- **Retirement Application Form/Data for Payment of Retired Personnel (DD2656)** – Phase 1 allows Sailors the ability to generate an electronic package and provide supporting documents.
- **SWAPS/Exchange of Duty** – Allows Sailors to view jobs in the same geographic area they may want to exchange with a fellow Sailor. SWAPS outlines the process for determining eligibility, searching open jobs, finding a SWAPS partner and requesting a SWAPS through their detailer.
- **ZipServe** – Phase 1 is included in the December 2019 release. The initial capability provides Reservist members the ability to view and search opportunities uploaded to MNP and a link to apply for the opportunity in the new ZipServe system. When fully developed, ZipServe will be a tool for Reservists to view, search, and apply for mobilization volunteer opportunities and possible orders for Active Duty Training, Annual Training and Active Duty Special Work.

MNP Updates

Updates with new content and capabilities occur regularly. To find out about new features, from the MNP login page click **About MNP** to access support materials like the MNP **Quick Tour**, which highlights the capabilities included in each major release. After logging in, users may visit the **Support/MNP Help** section to view or download the current **Quick Tour**.

MNP Feedback

MNP is designed for Sailors. Ongoing input from users is integral to the process to improve the MNP experience, report broken links and identify missing information.

To leave feedback, look for the yellow **Options** button on the lower right side of each page. Users can select **Leave Page Feedback** to open a form to submit page-specific comments. There is also a **Feedback** section in the **Main Menu** at the top of every page.

Key Points

▪ MNP is the result of consistent feedback from Sailors that there are too many personnel and training systems required to manage their careers and those systems do not appropriately share data.

▪ MNP will provide a "front door" to most of the Navy and Department of Defense systems Sailors access throughout their careers. Ultimately, it will be the central online location for Sailors' career information.

▪ MNP creates efficiencies for Navy HR services that are time-consuming, labor intensive and involve numerous legacy IT systems that are not easy to use.

▪ MNP beta release consolidated the Navy Knowledge Online (NKO) capability (including links to Navy eLearning and the Electronic Training Jacket) and officially replaced NKO.

▪ MNP continues to mature and evolve as new capabilities are developed, tested and released, based on Sailor feedback and MyNavy HR priorities.

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